



COLLECTIONS MANAGEMENT POLICY

CHIPPOKES PLANTATION FARM FOUNDATION

I. INTRODUCTION

Statement of Purpose

The Chippokes Plantation Farm Foundation is a tax-exempt instrumentality of the Commonwealth of Virginia which was created by the 1977 General Assembly.

“It is vital to the public interest, as the life styles and cultural backgrounds of large portions of our population change, that all citizens be knowledgeable of the history of agriculture and the important role it fulfills today. It is therefore in the public interest to develop a facility which provides educational, demonstrational and recreational opportunities” at one of the oldest continuously famed plantations in this country, Chippokes Plantation State Park. “Such a facility will enable all citizens living or traveling in Virginia to visit, interpret and enjoy a typical agricultural enterprise as it has developed during the past three centuries.”

The Chippokes Plantation Farm Foundation was created “to plan, manage, and provide financial and material resources and technical assistance for the development, maintenance and operation of the Chippokes Plantation model farm and the Agriculture and Forestry Center...”

The model farm shall be a working farm of diversified operation, utilizing modern practices which shall display and interpret to the public the daily activities of farming and contribute to the public’s knowledge of agricultural production. The Foundation will provide interpretation of day-to-day activities of farm life and the evolution of agricultural and forestry equipment and production and management practices during the past three centuries through the Agriculture and Forestry Center, sawmill, antique farm and forestry equipment displays and best management practices for agriculture.

The Foundation seeks to strengthen its collections policy by the development of this Collections Management Policy which outlines the acquisition, loan, removal, and disposition of items. The terms are defined as follows:

- Accession refers to the addition of an object to the permanent collection.
- Loan refers to the transfer of an object from an individual, company, etc. to the permanent collection for the temporary use of the Foundation. Loan also refers to the transfer of any object from the permanent collection to another museum or exhibit. In both cases, the transfer does not involve a change of ownership.
- Deaccession refers to the removal of an object from the permanent collection.

II. RESPONSIBILITIES

The primary responsibility for the application of this policy lies within the Antique Farm Equipment Committee or the Planning Committee for Forestry Demonstration, the Foundation's Executive Secretary, and if the value is over \$100.00, ultimate approval of the Board of Trustees.

III. CARE OF THE COLLECTION

The Foundation will make every effort to ensure that its collections are stored, used and exhibited by the best current standards.

IV. RECORDS

The Foundation will maintain records of its collection in a manner approved by the American Association of Museums. A copy of the signed donation/loan form is maintained on file as well as a copy provided to the donor/seller/loaner for his file.

Attached to the Donation/Loan Form is a copy of the Collections Management Policy. The donor/loaner will acknowledge receiving and reading the Collections Management Policy by signing the acknowledgement form attached to the donation/loan form.

V. ACCESSION

Objects acquired can either be donated or purchased, and are only acquired under the following conditions:

- A. The objects are relevant to and consistent with the purposes and activities of the Foundation.
- B. Proper storage, protection and preservation of objects are available.

- C. The objects are in good physical condition. The exception to this rule is the historical value of the object or that its condition could be brought up to an acceptable level.
- D. Title to all objects acquired for the collections is obtained free and clear, without restrictions as to use or future disposition. The Foundation is obligated to convey to the donor/seller that it has exclusive right in determining the use of the object. Such uses may include permanent display, special events, loaning the items to other museums, agencies, etc. or ultimate disposition.

In extraordinary circumstances, an exception to this policy will first meet the approval of the Antique Farm Equipment Committee or Planning Committee for Forestry Demonstration with ultimate approval by the Board of Trustees. If objects are accepted with limitations, the conditions will be stated clearly in a letter of agreement which will be placed on file.

- E. Completion of a Donation Form accompanies all gifts and purchases. This form gives a description of the objects involved and the precise conditions of the transfer. The Donation Form is then signed by the donor/seller and the Chairman of the committee involved in the acquisition.
- F. The appraisal committees of the Antique Farm Equipment Committee or Planning Committee for Forestry Demonstration can offer values which would be agreeable with the donor in cases involving items valued over \$100.00. An independent appraisal is obtained for donations consisting of a number of items or for unusual items, or upon request.
- G. Permanent files on the acquisitions are to be maintained in the office of the Executive Secretary.

VI. LOANED OBJECTS

There are often gaps in the collection which may be filled by the loan of objects. These objects are subject to the following conditions:

- A. The conditions of acceptance for accession are applicable for loaned items.
- B. A time period for loaned items will be designated on the Loan Form. Such time periods are renewable. However, the loaning of property, which has not been renewed and are not claimed within sixty days of the expiration period will be considered abandoned property, and will be disposed of by the Foundation under the guidance of the Board of Trustees.

- C. The Foundation has the exclusive right to the placement of the loaned objects. Such placements may include a permanent display, special events displays, or in storage. Loaned items may not be loaned to other museums or agencies while it is under the care of the Foundation.
- D. A completed Deposit (Loan) Form accompanies all objects. This form gives a description of the object involved, and has the signatures of the receiving person as well as the owner.

IV. DEACCESSION

If objects are relevant and useful to the purposes and activities of the museum, and if they can be properly sorted, preserved and used, they are retained in the permanent collection. Deaccessioning of objects may be contemplated when these conditions no longer prevail or when it is determined to be consistent with the purposes and activities of the museum to improve its collections.

In carrying out the deaccession, the manner selected is in the best interest of the Foundation and the public it serves. The procedures for deaccession are as follows:

- A. The accession record of the objects slated for deaccession will be researched to identify the previous owner, letters of agreement, etc.
- B. The Antique Farm Equipment Committee or the Planning Committee for Forestry Demonstration will make such recommendations to the Board of Trustees for deaccession. The Board of Trustees will have ultimate approval of all items for deaccession.
- C. After researching the accession records, if the Foundation finds that the object was obtained prior to adoption of the Collections Management Policy, the Foundation must notify the donor of its intention to dispose of such objects. Those objects received after the Collections Management Policy was adopted will receive a copy of the Policy and sign an acknowledgement form indicating they had received and read the Policy.
- D. Consideration will be given to donating or loaning objects to public institutions where they may serve the purpose for which they were initially acquired by the Foundation.
- E. Recommended disposal methods may include exchange, sale (negotiated, private, public auction, sealed bid, open bid or as retail items in the proposed country store), destruction, or donation or loan to another museum, agency or other appropriate place.
- F. Disposition to private individuals or institutions will be public and competitive.

- G. Detailed records will be maintained of all deaccessioned objects along with the accession records. The deaccessioned records will include the date, rationale for deaccession, a copy of the Board of Trustee minutes authorizing the action, and terms of disposition.

VII. POLICY AMENDMENT CHANGES

The policy was adopted by the Board of Trustees on June 27, 1989. The Board of Trustees has the authority to adopt amendments to the policy which may be in the best interest of the Foundation.

TO: Chippokes Plantation Farm Foundation

SUBJECT: ACKNOWLEDGEMENT OF COLLECTIONS MANAGEMENT POLICY

A copy of the Collections Management Policy was attached to the donation/deposit form. I have read the Policy and any questions that arose were clarified by the Foundation.

By copy of this letter, I agree to the terms as outlined in the Policy.

Sincerely,

(Signature)

(Print or Type Name)

(Address)

(Address)

(Date)